

County of Monroe

Growth Management Division

Building Department

2798 Overseas Highway
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Marathon, FL 33050
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Board of County Commissioners

Mayor George Neugent, District 2
Mayor Pro Tem Heather Carruthers, District 3
Danny L. Kolhage, District 1
David Rice, District 4
Sylvia J. Murphy, Dist. 5

We strive to be caring, professional, and fair

2013 EXAM SCHEDULE

CURRENT CODES IN EFFECT:

2010 FL Building Code, 2012 FL Accessibility Code, 2008 NEC, 2010 FIRE

EXAM DEADLINES:

January 3, 2013
April 25, 2013
September 26, 2013

EXAMINATION DATES:

January 26, 2013
May 18, 2013
October 19, 2013

MONROE COUNTY TEST CENTER:

Monroe County Building Department
2798 Overseas Highway, Second Floor
Marathon, Florida 33050 MM 47.5

Exam registrations begin at 9:00A.M.

Examinations begin at 9:30A.M.

The purpose of this application is to apply for a Monroe County Certificate of Competency license by examination. This application encompasses all Trades. Please read instructions thoroughly prior to completing your application and make photocopies for your records, if desired. Be certain that the application is completely filled out; that all questions are answered truthfully, and that all information requested is furnished. If your application is incomplete, it will be returned.

All completed applications must be received **15 days prior** to the next scheduled Contractors' Examining board meeting date. Incomplete applications will not be accepted and may be returned delaying the approval and licensing process. The date your application is received will determine the date that your application will be reviewed by the Contractors' Examining Board (CEB). The next available CEB meetings are July 9, August 13*, September 10, October 8*, and November 19, 2013.

*these meetings are for the limited purpose of reviewing applications.

The following must be submitted with your completed Construction Trades application:

1. Legible copy of a valid driver's license or some other form of valid government approved identification;
2. One (1) recent color photograph full frontal view of the face and 2x2 inches in size. **NO EXCEPTIONS!**
3. A resume must be submitted and it must account with years of employment and correspond with Affidavit of Trade Experience (enclosed).
4. Affidavit of Trade Experience. This form may be duplicated. This form must be furnished to substantiate the minimum experience required in the category for which the applicant is applying, and it is to be completed by past or present employer(s) or sub-contractors licensed in the appropriate construction service field verifying that applicant has the necessary experience in the area covered by the certificate of competency applicant is seeking. Proof of licensure by other jurisdictions, without additional experience verification, will not satisfy this requirement. **Self-verifications alone are not accepted.**
5. W-2 Forms or personal tax returns verifying employment in each respective trade and corresponding with Affidavit of Trade Experience and resume.
6. Completed applications may be mailed to the above listed address to the attention of Contractor License Coordinator.

Our lobby hours are from 8:30 a.m. to 3:00 p.m., Monday through Friday, closed on holidays.

Once your application is reviewed, you will be notified in writing of approval or denial.

U:\Growth Management\Building\Contractor Licensing Folder\License Applications – **Updated 06/2013**

If you are approved, you will then need to take the required examination(s) for your particular trade/discipline. It is the applicant's responsibility to contact this office to obtain information on the testing material(s) and test(s).

LICENSE CATEGORIES AND REQUIREMENTS

All Specialty applicant's interested in conducting business in Monroe County must take the Business and Law examination, and when required the Trade examination in the applicant's respective field, with the exception of journeyman electrical, journeyman mechanical, and journeyman plumbing.

MASTER'S ARE NOT CONTRACTORS. Anyone holding a Master's (electrical, mechanical, or plumbing) certificate of competency license **only** needs to take the Business and Law examination if they want to act in the capacity of a contractor. If Business and Law examination is not taken, the applicant is **PROHIBITED** from holding himself/herself as a contractor.

JOURNEYMEN'S ARE NOT CONTRACTORS. Anyone holding a journeymen (electrical, mechanical, or plumbing) certificate of competency license is **PROHIBITED** from holding himself/herself as a contractor.

A certificate of competency is non-transferable.

SPECIALTY TRADES REQUIRING BUSINESS & LAW EXAMINATION ONLY: **MINIMUM OF 2-YEARS OF FIELD EXPERIENCE**

Acoustical Ceilings Specialty
Aluminum, Vinyl, and Plastic Specialty
Asphalt Seal and Coating Specialty
Cabinet & Millwork Specialty
Drilling Auger Specialty
Fence Erection Specialty
Flooring Specialty (all types of floors, except cementitious products, marble or terrazzo)
Garage Door Opener/Installation Specialty
Insulating Specialty
Landscaping Specialty
Landscaping Curb Specialty
Masonry Specialty (Includes Brick Pavers)
Painting & Decorating Specialty
Painting of Sign Only Specialty
Painting of Pavement Only Specialty
Plastering/Stucco Specialty
Solar Window Tinting Specialty
Steel Reinforcing and Iron Specialty
Tile, Terrazzo, and Marble Specialty (Includes Brick Pavers)
Thatched Roofing Specialty – Non-structural
Waterproofing and Roof Painting Specialty

LICENSE CATEGORIES REQUIRING BOTH BUSINESS & LAW AND TECHNICAL EXAMINATION:

Building Contractor*	5 Years of field experience
Burglar & Fire Alarm Contractor*	2 Years of field experience
Class A Air Conditioning*	6 Years of field experience
Class B Air Conditioning*	6 Years of field experience
Drywall Contractor*	2 Years of field experience
Excavating & Grading Engineering Class II (e)	3 Years of field experience
General Contractor*	6 Years of field experience
Glazing Contractor	2 Years of field experience
Hydraulic Dredging Engineering Class II (g)	3 Years of field experience
Journeyman Electrical***	3 Years of field experience
Journeyman Mechanical***	3 Years of field experience
Journeyman Plumbing***	3 Years of field experience
Lawn Sprinkler Contractor	2 Years of field experience

Low Voltage Electrical Contractor (TV & Antenna)*

3 Years of field experience

License Categories continued

Master Electrical**	6 Years of field experience
Master Mechanical**	6 Years of field experience
Master Plumbing**	6 Years of field experience
Master Sign Contractor, Electrical*	6 Years of field experience
Mechanical Contractor*	6 Years of field experience
Paving Engineering Class II (d) Contractor	3 Years of field experience
Pile Driving and Foundation Engineering Class II (b)	3 Years of field experience
Residential Contractor*	4 Years of field experience
Roofing Contractor*	4 Years of field experience
Seawall & Small Dock (Marine Const.) Eng. Class II (c)	3 Years of field experience
Sign Erection Contractor, Non-electrical	2 Years of field experience
Solar Products Contractor	2 Years of filed experience
Structural Steel Erection Contractor	5 Years of field experience
Unlimited Swimming Pool Contractor (Comm/Res)*	2 Years of field experience
Underground utility and excavation*	3 Years of field experience

*Categories with one (1) asterisk at the end of each trade require registration with Department of Business and Professional Regulation (DBPR) 850-487-1395 – www.myfloridalicense.com **prior** to qualifier conducting business in Monroe County.

Categories with two (2) asterisks at the end of each trade only need to take the Business and Law examination if they want to be a contractor. Masters are **prohibited from holding himself/herself as a contractor.

***Categories with three (3) asterisks at the end of each trade do not need to take Business and Law examination. Journeymen are **prohibited** from holding himself/herself as a contractor.

All of the above licenses require a complete notarized application, notarized reference letter(s) clear on date-of-hire and job description (duties), and Contractors' Examining Board (CEB) approval.

CERTIFICATE OF COMPETENCY

MCC Sec. 6-240. Fees

(a) The board shall recommend to the Board of County Commissioners reasonable fees to be paid for application, examination, certification and renewal, and record making and recordkeeping. Effective November 9, 2011, the fees shall be established as follows:

TABLE INSET:

General Contractor	\$200.00
Building Contractor	\$150.00
Residential Contractor	\$150.00
Engineering Contractor I	\$200.00
Engineering Contractor II	\$150.00
Engineering Contractor III	\$150.00
Mechanical, Plumbing and Electrical Contractors	\$150.00
All Other Contractors, including Specialty Trades	\$150.00
Master (Plumbing, Electrical and Mechanical)	\$100.00
Journeyman (Plumbing, Electrical and Mechanical)	\$70.00
Apprentice	\$30.00
Examination Fees	

Business and Law Exam	\$100.00
All Hour Technical Exams	\$155.00

(b) The renewal fees shall cover two years, and the certificate of competency shall be issued for two years. The renewal fees shall be due on October 1 of each odd-numbered year and shall be delinquent on November 1 of that same year. The penalty for late renewal on or after November 1 of each odd-numbered year, but prior to the expiration of 45 days thereafter, shall be equal to one-half of the renewal fee; thereafter, the penalty shall be equal to the renewal fee. A license shall not be renewed if there are any unpaid fines or administrative fees including license fees, permit fees, fines and/or administrative fees issued by the Contractor's Examining Board.

(c) Should an initial certificate of competency be issued subsequent to October of any odd-numbered year and prior to October 1 of the next odd-numbered year, the fees listed in subsection (a) of this section shall be prorated on the basis of quarterly, or six-month, increments of the two-year license period. Reduction of fees for certifications issued for a period of less than two years shall be as follows:

TABLE INSET:

Periods	Reduction of Fee (%)
October 2, odd year, to April 1, even year	0
April 2, even year, to October 1, even year	25
October 2, even year to April 1, odd year	50
April 2, odd year, to October 1, odd year	75

(d) Honorary certificates shall be issued without charge to any person over 60 years of age, providing that the person holds any of the above licenses in the county. Thereafter, the person will not be permitted to engage in business without first paying all renewal fees necessary to make the license current.

(e) Inactive Status shall be requested in writing by a current active license holder on or before October 31 of each odd number year. Inactive Status shall only be granted upon the receipt of the written request to be placed on the inactive status and payment of \$75.00 from the current license holder on or before October 31 of each number year.

If you would like to learn more about the Monroe County Code, please visit www.municode.com, and follow the following steps: Municode Library, Florida, Monroe County, Monroe County Code of Ordinance, Chapter 6 Buildings and Construction.

****RETAIN FOR FUTURE REFERENCE****